



SIGN PERMIT APPLICATION

Application Date: _____

Permit#: _____

Business Name: _____

Business Phone: _____

Business Address: _____

Applicant Name: _____

Applicant is the: ☐ Property Owner ☐ Property Tenant

Applicant Phone: _____

Sign Contractor: _____

Contractor Name: _____

Applicant E-mail: _____

Contractor Phone: _____

Refer to the Wauconda Village Code of Ordinances: "Chapter 152 - Sign Regulations" for full descriptions, requirements, and limitations. All Village Code of Ordinances are posted on the Village website: www.wauconda-il.gov, under the "I Want To" tab.

► Type of Sign:

- ☐ **WALL:** Any sign placed against a building or other structure and attached to the exterior front, rear, or side wall of any building or other structure. Maximum of 1 sign per business establishment. 2 signs permitted on corner lots or second frontage. Maximum size of 1.5 times the length of building façade up to 100 SF (example: a 50 ft wide building would permit a maximum size sign of 75 SF)
- ☐ **PROJECTING, HANGING WALL:** A wall sign that is physically mounted to a building structure at a 90-degree angle from the face of the building. Maximum size of 12 SF in CB & CR zoning and 35 SF in GB & LI zoning. Maximum projection of 60" in CB & CR zoning and 72" in GB & LI zoning. Minimum 8 ft above walkway.
- ☐ **FREE STANDING MONUMENT OR PYLON:** A self-supporting sign not attached in any way to a building. Maximum of 1 sign per zoning lot. 2 signs may be permitted on second frontage. Maximum height of a monument is 6 ft and pylon is 20 ft. Maximum size is 50 SF per side on front footage up to 100 LF; add ½ SF of signage per LF in excess of 100 LF to a maximum of 100 SF per side in all zones except LI which has a maximum size of 150 SF.
- ☐ **OTHER:** _____

► ☐ New Installation ☐ Replacement sign – same size ☐ Replacement sign – size change

► Face #1: _____ X _____ = _____ sq ft ► Face #2: _____ X _____ = _____ sq ft ► Total SQ FT = _____

► Wall Sign; Width of Building Façade: _____ LF OR ► Free Standing Sign; Width of Lot Front Footage: _____ LF

► Sign Location: _____

► Includes Electric: ☐ No ☐ Yes: ☐ using existing connections ☐ electric trench inspection required ☐ final electric inspection required

► The following must be submitted with your application:

- ☐ Drawings of the plans, exact size specifications, any electrical, and method of construction and attachment to the building, or in the ground
- ☐ Written consent of the owner of the building, structure, or land, if applicant is not the owner
- ☐ Current color photo showing existing signs on premises and adjacent properties with date taken
- ☐ Statement denoting the aggregate size of all signs existing on the premises at time of application
- ☐ Plat of Survey with position of sign illustrated required for all new free standing signs
- ☐ Stress sheets and calculations for dead load and wind pressure as required by International Building Code
- ☐ **A final inspection is required when sign is installed.**

===== for office use only below this line =====

Application Reviewed and ☐ Approved or ☐ Denied by: _____ Date: _____

If denied, why? _____

Sign Permit Fee \$ **75.00**

Plus 15¢ X Total SF \$ _____

Electrical Inspection(s) (10-10-3520) \$ _____

Total Fee Due: \$ _____

☐ Paid ☐ Cash ☐ CK# _____ Amount: _____

Date: _____ By _____

► Permits expire 6-months from date of issuance

► **CALL 847-526-9609 TO SCHEDULE A FINAL INSPECTION**

VILLAGE CODE CHAPTER §152.05 EXEMPT SIGNS.

No permit or fee shall be required for the following signs; provided, however, the signs shall meet the requirements of these regulations concerning construction, location, and maintenance. The following exempt signs are limited to 8 square feet unless otherwise noted.

- (A) **Residential real estate.** Real estate signs not exceeding 8 square feet in area for single-family homes and multiple living unit structures less than 6 units and not exceeding 32 square feet in area for multiple-living structures of 6 units or greater which specifically advertise the sale, rental, lease, or management of the premises upon which the signs are located. The signs are to be placed on the premises only, not closer than 5 feet to any other zoning lot. Signs on commercial and industrial property shall not exceed 32 square feet. For any dwelling offered for sale by any person, not more than 2 open house signs not exceeding 8 square feet in area, which directs traffic to real estate being advertised for sale, rental or lease, or management, along with direction signs of 1 square foot shall be allowed but only on private property with permission of the property owner; such signs shall only be allowed to be displayed on the day of the open house and must be removed immediately thereafter.
- (B) **Commercial real estate.** Real estate signs on commercial and industrial property shall not exceed 32 square feet, and shall only be permitted on the property being advertised for lease or for sale.
 - (1) *Commercial real estate.* As an alternative to division (B) above, parcels located along Route 12 or parcels zoned General Business or Light Industrial shall be permitted 1 real estate sign equivalent in surface area to a permitted freestanding sign as set forth in § 152.10 provided a permit is applied for and a sign permit fee is paid.
- (C) **Nameplates.** Nameplate signs denoting only the name and profession of an occupant in a commercial building, home, or public institutional building and not exceeding 2 square feet in area may be displayed.
- (D) **Bulletin boards.** Bulletin boards not over 16 square feet in area for public, charitable, or religious institutions when located on the premises of the institutions. There shall be not more than 1 sign per zoning lot; except that on a corner lot, 2 bulletin boards, 1 facing each street, shall be permitted.
- (E) **Cornerstones, plaques or tablets.** Cornerstones, plaques tablets denoting names of buildings and date of erection, names of buildings, or dates cut into any masonry surface.
- (F) **Government and utility.** Traffic and other signs erected by the village, legal notices, danger, and such emergency or nonadvertising signs as may be approved by the village for safety.
- (G) **Holidays.** Decorations displayed in connection with civic, patriotic, or religious holidays.
- (H) **Nonprofit organizations.** Flags, emblems, and insignia of political, civic, philanthropic, religious, or educational organizations displayed for noncommercial purposes.
- (I) **Government mandated.** Flags, emblems, notices, and signs of an official court, public office, or governmental unit displayed for noncommercial purposes.
- (J) **Residential nameplates.** Residential street and/or house nameplate signs not exceeding 1½ square feet in area, when on a corner zoning lot, 2 such nameplates for each dwelling unit, 1 facing each street, shall be permitted.
- (K) **Signs on windows and doors of commercial and/or industrial building.** Reasonable application upon the glass surface of a door or window of lettering or decals giving name, type of business, the address, hours of operation, entrance or exit information, professional or security affiliations or memberships, credit cards which are accepted, or other similar information, nor shall the surface area of such lettering or decals be included in the overall computation of allowable window signs.
- (L) **Sales; product promotion.** Nonpermanent signs placed in window and/or doors advertising sales and product promotions must not cover more than 50% of glass area.
- (M) **Help wanted signs.** A single temporary sign of 5 square feet or less in the window of an establishment offering employment on the premises.
- (N) **No trespassing, dumping, or hunting signs.** A maximum of 2 no trespassing, no dumping, or no hunting signs per side of lot, each not to exceed 2 square feet in area.
- (O) **Flags, pennants and fringe type streamers.** The use of flags, pennants and fringe type streamers may only be used on new and used car retail sales areas as long as the following conditions are met:
 - (1) All flags, pennants and fringe type streamers must be kept in good condition at all times.
 - (2) All flags, pennants and fringe type streamers must not encroach on any public right-of-way.
 - (3) All flags, pennants and fringe type streamers may not be placed in any position that will obstruct or impair vision of traffic.
 - (4) All flags, pennants and fringe type streamers must not, in any way or manner, create a hazard or disturbance to the health and welfare of the public.
- (P) **Political signs.** Political signs for political candidates and referendums within the residential areas including R1, R2, R3, R4, R5 and RSH Residential Zoning Districts and within Commercial Recreation and Central Business areas including the CB and CR Zoning Districts are limited to a maximum sign size of 8 Square feet.
 - (1) Political signs for political candidates and referendums within the GB, LI or OR District are limited to a maximum sign size of 32 square feet and such political sign shall be located on private property and not within or upon any public property including, but not limited to, any public road right-of-way or on any public utility property. Subject to the other regulations contained in this chapter, no sign, political or otherwise, shall be located on private property without the consent of the lawful occupant or manager of the property who has authority to grant such permission on behalf of the owner of the property.